

Refer a Candidate

USER GUIDE

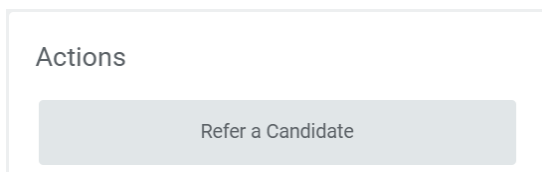
Use these instructions to refer a candidate for a position with Marathon County.

SEARCH FOR OPEN JOBS WITH MARATHON COUNTY

1. Click the **Menu** icon and find the **Career App**



2. Under **Actions**, click **Refer a Candidate**.



3. Any fields with a red asterisk * are required. Enter **first** and **last name**, contact information and relationship. Enter in any other information you have.

Please provide details for the person being referred.

Country *

Name

First Name *

Last Name *

Contact Information

Phone Device Type

Country Phone Code

Phone Number

4. If you have one, **upload** a Resume and or Cover Letter.
5. Click **Submit**.
6. This will be routed to the Recruiter Partners for further review.